

United States Bankruptcy Court Northern District of New York



POSITION VACANCY ANNOUNCEMENT

Announcement Number 18-SYR-02

Position: **Automation Specialist**

Location: Syracuse, New York

CL/25 (\$40,464) Promotional potential to CL/26 without further competition

Applications Due No Later Than: July 20, 2018

Position Open Until Filled

The Clerk of the United States Bankruptcy Court for the Northern District of New York is accepting applications for an **Automation Specialist**. The incumbent will provide technical support to judges, judicial staff and clerk's office staff with regard to personal computers, laptops, network servers, and software applications. The incumbent will also assist the Information Security Officer with cyber-security tasks. Additionally, incumbent will support a number of off-the-shelf software applications, major national systems, and systems developed or customized for local use. The incumbent will analyze, design, and make recommendations to the Systems Manager on short and long range information technology plans and projects. **This appointment is for one year and one day, with the possibility of becoming permanent based on performance and budgetary constraints.**

REPRESENTATIVE DUTIES:

- Troubleshoots devices at the hardware level, such as serial or hardware device level interfaces. Such systems may include fiber optic controlled video distribution systems, wireless systems and biometric systems.
- Performs day-to-day system backup, monitors day-to-day operations of the equipment and systems, and acts as the technical expert in solving computer system problems. Troubleshoots and fixes technical and hardware/software program problems.
- Provides user support and training to court staff of all levels on the operation of a variety of IT systems.
- Installs or assists in the installation and maintenance of hardware, new and/or revised releases of national systems and off-the-shelf/pre-packaged software.
- Receives, configures and distributes new hardware in accordance with the court's cyclical replacement policy.

- Promptly reports all inventory additions, moves and changes to the custodial officer and assists with the completion of physical inventory sightings of information technology equipment.
- Provides primary support for database structures, including Informix, MSSQL, and MySQL vital to the court's entire operation.
- Designs, develops, and supports application software.
- Assists the Systems Manager with the identification of IT needs, purchase and inventory of IT materials and supplies.
- Serves as the back-up to the court's technical expert with regards to courtroom technology and equipment including, but not limited to, electronic evidence presentation and audio/video systems.
- Responsible for "pushing out" new client-side application upgrades, as needed.
- Assists the Network Administrator with the installation of new network connections, maintenance and troubleshooting of existing connections and users' accounts in a Microsoft environment. Serves as alternate in the absence of the Network Administrator.
- Implements and maintains wireless connections throughout the court facility.
- Assesses hardware and software needs and recommends solutions to Systems Manager.
- Initiates and maintains contacts with other court IT personnel at different locations and levels for the purpose of staying knowledgeable of developments, techniques, and user programs.
- Recommends to the court the implementation of standard policies and procedures pertaining to introduction and utilization of new technology and equipment.
- Works with the court in the development and eventual implementation of short and long range technological improvements.
- Develops technical documentation using a structured writing style.
- Advises court in areas of technology support, requirements and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Assists the court's Information Security Officer with reviewing, maintaining, and enhancing the security of court systems and data. Assists with the remediation of cybersecurity issues as they occur.
- Participates in local and national conferences and gatherings to enhance continued professional development as well as sharing and learning ways of improving technology applications for federal courts. Identifies and develops technology trends that meet specific needs of the court and its users.

MINIMUM QUALIFICATION STANDARDS AND EDUCATION SUBSTITUTIONS:

The incumbent must possess an associate degree or equivalent and at least one year of specialized experience. Education beyond two years of college or its equivalent may be substituted for experience.

SPECIALIZED EXPERIENCE:

Technical skills which may include experience with Red Hat Linux; TCP/IP communications; Windows Server 2008 and 2012; Windows 7 and 10, Lotus Notes, Adobe Acrobat, Microsoft Office and other related applications are desirable. Thorough knowledge of computer processes and capabilities, including programming languages and data base management; in-depth knowledge of word processing software and the ability to adapt it to local needs; ability to

perform routine hardware maintenance and repair; and experience in computer equipment analysis, configuration and installation. The incumbent should have a general understanding of automation terminology and methodology, including the completion of computer project assignments that involve systems analysis, design, and programming.

PREFERRED QUALIFICATIONS

The person selected for this position must possess excellent communication skills, both oral and written, flexibility and a strong work ethic. In addition, he or she must be able to communicate technical concepts to non-automation personnel. He or she must be able to interact with automation staff and system customers in a positive, supportive manner and work independently with minimal direct supervision. Knowledge of the Linux operating system and proficiency in, or willingness to become proficient in, Perl, JavaScript, Java, HTML and C# programming languages and the [ASP.net](#) application framework are a plus.

HOW TO APPLY:

Qualified candidates must submit the following:

- Cover letter.
- A resume detailing qualifications, experience, and salary history.
- Names, addresses, and phone numbers of three professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment.
<http://www.uscourts.gov/sites/default/files/ao078.pdf>

Please submit all documents via e-mail in a single PDF file to the following email address:
jobs@nynb.uscourts.gov

Benefits

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

Additional Information

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice. Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Only candidates selected for interview will be contacted. Candidates for interviews must travel at their own expense.
- Applicants must be a U. S. Citizen or eligible to work in the United States.

**The United States Bankruptcy Courts for the Northern District of New York is
an Equal Opportunity Employer**